



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

DATE: October 23, 2014
POSITION TITLE: Operations Assistant
LOCATION: San Francisco, California
CLASS LEVEL: CL-25
SALARY: \$45,382 - \$73,764, DOE
CLOSING DATE: Open Until Filled

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER, AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

The Northern District of California covers 15 counties along California's northern coast, from San Benito in the south to Del Norte County in the north, with courthouses in San Francisco, Oakland, San Jose and Eureka. The Clerk's Office serves 23 active and senior district judges and 11 full-time magistrate judges. The Clerk's Office consists of approximately 140 employees.

DUTIES AND RESPONSIBILITIES: The Operations Assistant performs administrative and customer service work to benefit the Operations Unit of the Court, generally, and the Jury Office specifically. This position also plays a back-up role in managing the interpreter and court reporter needs of the court, and handling such other support duties as may be assigned.

- ✓ Assist prospective jurors during jury orientation and jury selection.
- ✓ Provide ongoing support to petit and grand jurors.
- ✓ Monitor and record the jury questionnaire process, juror attendance and selection.
- ✓ Support jury administration by assisting in the preparation of statistical reports.
- ✓ Prepare and mail summons notices and forms. Process payments and reimbursements for jurors, and prepare attendance certificates on behalf of jurors.
- ✓ Process returned summons, including data entry and the preparation of excusal letters.
- ✓ Operate the court's Jury Management System (JMS) and the e-juror component of JMS.
- ✓ Maintain and update the inbound and outbound telephone calls through AJIS for summoned jurors.
- ✓ Maintain and update demographic and other information on juror candidates.
- ✓ Monitor and record juror attendance, so that accurate, thorough and timely juror payments and 1099 schedules can be prepared.
- ✓ Perform duties relating to the master wheel refill and grand jury selection.
- ✓ Monitor and record the jury questionnaire process, juror attendance and selection.
- ✓ Provide support and assist jurors during jury service.

As Back-up to the Interpreter Coordinator/Jury Interpreter Clerk:

- ✓ Hire and schedule interpreters for all languages to meet the needs of the court and to maximize efficiency. Search national and local databases to locate qualified interpreters.

- ✓ Negotiate interpreter rates of payment and work with the Administrative Office of the U.S. Courts for authorization for rate schedule variances. Prepare purchase order requests for interpreters.
- ✓ Maintain the interpreter calendar. Notify interpreters of service changes or cancellation.
- ✓ Verify the accuracy of interpreter vouchers.
- ✓ Distribute interpreter electronic equipment and assist in maintenance.
- ✓ Advise interpreters on travel issues and policies, and coordinate with the Procurement Unit and Finance Unit on interpreter travel issues.
- ✓ Work with chambers staff, Clerk's Office staff, U.S. Marshals Service, U.S. Attorney's Office and other key stakeholders to ensure the smooth operation of the interpreter processes.

As Back-up to the Court Reporter Supervisor:

- ✓ Process incoming FTR transcript orders by promptly location an available transcriber and providing him/her with FTR files (for original orders only), and confirming the assignment and payment instructions.
- ✓ E-file transcripts as they are completed by court reporters.
- ✓ Maintain the *FTR Transcript Orders* and *Court-Ordered Transcripts* lists.

MINIMUM QUALIFICATIONS:

The successful applicant must have two years specialized experience, including at least one year equivalent to work at the CL-24. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), the successful applicant must have at least two years specialized experience equivalent to work at CL-24. **Specialized Experience** is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

PREFERRED QUALIFICATIONS:

Preference may be given to applicants who have:

- Ability to communicate effectively with a variety of people with a positive, upbeat manner.
- Ability to do detail-oriented work with limited supervision.
- Experience which reflects the ability to work under pressure and deal with change.
- Demonstrable ability to successfully manage multiple competing priorities.
- Knowledge of and skill in working with databases and other typical office software programs.
- Proven analytical reasoning skills and sound judgment.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER/EMAIL TO:

United States District Court
 Attn: Human Resources (FY15-1)
 Email to: hr@cand.uscourts.gov

INFORMATION FOR APPLICANTS: The successful candidate for this position is subject to a FBI fingerprint check and background investigation-employment will be provisional and contingent upon the satisfactory completion of the required background investigation, will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non-Citizens and Making Offers of Future Employment: Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.